



## **Willimantic American Job Center Offers March Employment and Training Workshops**

WETHERSFIELD, February 23, 2018 – The Willimantic *American Job Center* located at 1320 Main Street, Tyler Square, is offering a variety of Employment and Training workshops to area residents in March. Advance registration is encouraged due to space limitations. Please go to *CTHires.com* or call (860) 450-7603 to register.

**Interviewing Strategies and Techniques** – Learn how to strategically prepare for critical job interview questions. Topics include company research, developing a candidate message, questions to ask the employer, closing the interview, and following up.

**March 1 and March 22 (9 a.m. – 12 p.m.)**

**Health Careers Orientation** – This workshop provides an overview of in-demand careers in healthcare, job skills and available certificate and degree programs. Also receive information about financial assistance.

**March 5 (10 – 11:30 a.m.)**

**Ticket to Work Orientation** – Designed for Social Security beneficiaries wanting to return to work and become financially independent while keeping their Medicare or Medicaid benefits.

**March 5 (10 – 11 a.m.)**

**Computers Made Easy** – Learn basic aspects of how computers work, basic computer operations and terminology for Windows 7. Topics include basic file management, using *Help* and *Support* features, Internet searches and how to identify secure sites. Geared for individuals who have never used a computer or need a refresher on computer use.

**March 6 (9:30 a.m. – 12:30 p.m.)**

**Metrix Learning** – Orientation to online training through the Metrix Learning System. E-Training licenses allow 90 days of 24/7 unlimited access to more than 5,000 courses (IT, desktop computer skills OR healthcare education). Learn new skills or upgrade existing skills to help find the job you want or enhance your career.

**March 6 (1:30 – 3:30 p.m.)**

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**Media Contact:** Nancy Steffens, Communications Director

200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Phone: (860) 263-6535 – Fax: (860) 263-6536 – [www.ct.gov/dol](http://www.ct.gov/dol)

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**Fundamentals of Résumé Writing** – Learn how to write a focused résumé needed to secure job interview and employment offers. Topics include thinking like an employer, strategies for developing essential parts of the résumé, keywords, relevant vs. irrelevant information, formatting and cover letters.

**March 8 (9 a.m. – 12 p.m.)**

**Get Back to Work** – You can overcome job search stress: Stay connected, get involved, and know your next steps. Our staff is here to offer guidance, direction and opportunity.

**March 12 (3:30 – 5:30 p.m.) or March 26 (10 a.m. – 12 p.m.)**

**Introduction to Microsoft Word** – In this two-day workshop, learn how to create a document, save it to a disk, open and close it, make changes, and print it. **PREREQUISITE:** Must possess basic knowledge of computers or have attended Computer Basics Workshop.

**March 13 and 14 (9:30 a.m. – 12:30 p.m.)**

**CTHires: Résumé Builder** – This workshop focuses on building and completing a résumé in the *CTHires* online employment system. Opportunities are provided to review and update your *CTHires* profile, including job skills, and do a comprehensive résumé build in *CTHires* with the assistance of the workshop instructor. Also learn how to download, print, and email your résumé from *CTHires*.

**March 14 (1 – 4 p.m.)**

**Computadora Fácil - El Español** - Este taller de tres horas les ayudará a aprender los aspectos básicos de las computadoras, incluyendo sus funciones, operaciones básicas, y terminología para Windows 7. Los temas incluyen administración básica de archivos, uso de funciones de Ayuda y soporte, búsquedas en Internet y cómo identificar sitios seguros. Este taller es para personas que no han usado nunca una computadora.

**March 15 (9:30 a.m. – 12:30 p.m.)**

**Networking with LinkedIn** - This three-hour workshop helps job seekers create or update a LinkedIn profile. Learn how to build your online network and how to enhance your job search through online networking. You will be encouraged to join relevant professional groups available through LinkedIn to expand your electronic network. Course content includes how to use Local Labor Market Information to identify, research, and approach local employers.

**March 19 (3 - 7 p.m.)**

**Correo Electrónico Para Los Solicitantes De Empleo - El Español** - Es un taller de seis horas realizado durante dos días. Aprende a componer y responder mensajes de correo electrónico, crear etiquetas, establecer una firma, practicar el envío y la recepción de correo electrónico y cómo cargar y descargar

archivos adjuntos. Los solicitantes de empleo aprenderán cómo utilizar el correo electrónico para solicitar trabajos.

**March 21 and 22 (9:30 a.m. – 12:30 p.m.)**

**Employability Skills for Ex-Offenders** - This three-hour workshop focuses on helping ex-offenders market themselves to potential employers. You will learn how to answer challenging questions on applications and interviews.

**March 21 (1 – 4 p.m.)**

**Email Skills for Jobseekers** – In this is a six-hour workshop conducted over two days, learn how to compose and reply to emails, and attach résumés to emails. Practice responding to a job posting via email while using a practice cover letter and résumé. Geared for jobseekers emailing résumés to employers; the instructor will help attendees obtain an email address if needed.

**March 27 and 28 (9:30 a.m. – 12:30 p.m.)**

**In-Demand Jobs in Eastern CT** – Our On-the-Job Training (OJT) programs may provide the competitive edge to get hired. Explore in-demand jobs in advanced manufacturing, technology or engineering, and the skills employers want. On-site screening will pre-qualify you for one or more OJT program.

**March 28 (1 – 2:30 p.m.)**

**Applying Online: The Basics** – Learn the basics of applying online, including use of job search engines, emailing employers, and attaching and inserting résumés to online applications and emails.

**March 28 (1 – 4 p.m.)**

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